

Footnotes

Inside this Issue...

Letter from the President

Golf Tournament Update

Pg. 2

Calendar of Events

Pg. 3

CTAC Update

Pg. 5

Forums to replace ListServ

Pg. 6

Happy Spring to you all! The CGFOA Board has continued to be hard at work this Spring with a number of projects and updates. Our most recent meeting was held on April 8th and we will continue to meet every other month with our next meeting scheduled for June. Those meetings are open to members to attend and we encourage you all to register and listen in! I'll give you a few updates here as well as some ways we could use your support and contributions.

CGFOA Treasurer Position

Our Treasurer, Jill Johnson, accepted a position in Wyoming, which means she had to resign from her role with CGFOA. We greatly appreciated her work in the first few months of the year helping to get a budget adopted for 2021. At our most recent meeting, the Board appointed Kara Skinner (City of Boulder) as our new Treasurer. She's hit the ground running and we look forward to having her on the Board! Please help us welcome and congratulate Kara!

Education Committee and Conference

The Education Committee Chairs met on April 15th to finalize the conference education calendar. In the meantime, a number of annual education courses are posted and available to the membership, including our free Coffee Chat sessions happening each month. Check out the events list on page 3.

The Committee will be sending a survey to the membership in mid-May to gauge how our membership and sponsors are feeling about the possibility of an in-person conference in November as well as holding in-person training sessions later in the summer and fall. At the June Board meeting, we will be discussing conference options as well as the possibility of future in-person educational sessions and the input from the survey will be very helpful in understanding what our membership would like to see happen. We encourage you to fill out the short survey when it's available in May.

Administrative Replacement Taskforce

As you know, our administrator, Kathy, is retiring in February 2022. At our April meeting, the Board reviewed a Request for Proposal (RFP) that we plan to issue in the near future. Once issued, the Board will review potential candidates to narrow the field.

Continued on Page 2

President's Letter

Administrative Replacement Taskforce *(continued from page 1)*

We'll also be looking for members and sponsors to participate on interview panels with potential candidates. This will likely happen in July. If you're interested in helping with this selection process, please reach out to myself and Marlin so we can add you to the list. All selection panels will happen virtually to allow for members around the state to participate.

In addition to looking for a new administrator, the Board will also be issuing an RFP for Bookkeeping services. We identified this area as an important one for internal controls as well as making the Treasurer's role more sustainable as a volunteer position. Both RFPs are being issued this week (see announcement later in this newsletter) and will be reviewed on the same timeline.

Thank you all for your continued support and involvement in our organization. You are what makes this organization great, and I hope to be able to see more of you in person soon!

Catrina Asher, CPA, CPFO

Accounting Manager

City of Lafayette Finance

Office 303-661-1243 | Cell 720-701-0852

**CGFOA Annual Golf Tournament 2021**

After a year off due to Covid, the Annual CGFOA Golf Tournament is a go! This year's tournament will be held on August 13th at Coal Creek Golf Course in Louisville. Look for sign up information to go out the first part of July. Please contact Kathy Velzen if you're interested in sponsoring the event. Make plans to join us for a day of golf and fellowship, and a celebration of a return to normal activities!

Calendar of Events - CGFOA

CTAC Hot Topics Coffee Chat

Thursday, May 6, 2021. 9:00 AM to 11:00 AM

Join CTAC Peers for the 2nd Quarter Hot Topics Coffee Chat - it's free!

[REGISTER NOW](#) [View Details](#)

Disruptive Innovation & Technological Change: Implications for Local Government

Tuesday, May 11, 2021. 2:00 PM to 3:45 PM

Join CSAFE's Glenn Scott for this lively presentation. 2 CPE

[REGISTER NOW](#) [View Details](#)

CGFOA Hot Topics Coffee Chat

Thursday, May 20, 2021 10:00 AM to 11:00 AM

Need a Topic and Facilitator! Contact Kathy Velzen

[REGISTER NOW](#) [View Details](#)

Budget 101 And Demographics

Monday, June 7, 2021 1:00 PM to 4:00 PM

Annual Budget 101 and Demographics webinar led by our partners at Department of Local Affairs (DoLA). 3 CPE. Also offered 8/17/21 if this date does not work for you.

[REGISTER NOW](#) [View Details](#)

Audit 101

Tuesday, June 8, 2021 1:00 PM to 4:00 PM

Annual Audit 101 webinar led by Crystal Dorsey with the Office of the State Auditor. 3 CPE. Also offered 8/18/21 if this date does not work for you.

[REGISTER NOW](#) [View Details](#)

Governmental Accounting Immersion Series - Session 1

Tuesday, June 22, 2021 8:30 AM to 12:30 PM

First in our series of Governmental Accounting classes. 4 CPE

[REGISTER NOW](#) [View Details](#)

AP Processing And Fraud

Wednesday, June 23, 2021 1:30 PM to 3:15 PM

Fraud is on the rise! Taught by Pacific Western Bank and Plante Moran. 2 CPE

[REGISTER NOW](#) [View Details](#)

Governmental Accounting Immersion Series - Session 2

Tuesday, June 29, 2021 8:30 AM to 12:30 PM

2nd in our series of Governmental Accounting Immersion classes

[REGISTER NOW](#) [View Details](#)

Other dates to note:

May 2021

[Member Survey](#)

June 2021

[CGFOA Conference decision point \(In-person or Virtual\)](#)

July 12-23, 2021

[GFOA 2021 Virtual Annual Conference](#)

August 13, 2021

[CGFOA Annual Golf Tournament](#)

CGFOA Lending Library to Close

Effective May 1, 2021, CGFOA will discontinue the lending library. The CGFOA Board of Directors made the decision to discontinue this resource at the April Board Meeting. The decision was made for two reasons: 1) over time the library became a resource that was seldom used and 2) as we plan for the replacement of our current administrator, the elimination of the library re-affirms our commitment to modernize and create organizational cost efficiencies.

That said, we would like to offer books to anyone who would like to have them. Please review the list and send me an email with which books you would like to have. If they are still available, I will mail them to you. Please reach out by email so I have a record of your request. This offer is open until the end of April at which time we will dispose of the books not taken. Thank you!

<https://cgfoa.org/images/downloads/Documents/booklist.pdf>

Kathy Velzen
CGFOA



Help Select CGFOA's Next Administrator!

After 25 years of outstanding service to CGFOA, Kathy Velzen, our current Administrator, will retire early next year. The Board of Directors has initiated a search for our next Administrative Services contractor and needs your input! Based on our current timeline, we anticipate interviews to occur with finalists during the month of June. That said, we are looking for both government and associate members to participate in the interview process, and we estimate the time commitment to be around 4-6 hours (spread over a few weeks). If you'd like to offer your perspective as a member and participate in the full (all interviews) process, please contact Marlin McDaniel, CGFOA Vice-President, at mmcdanie@jeffco.us <<mailto:mmcdanie@jeffco.us>>.

This is an exciting period of growth and transformation for the Association. Our outgoing Administrator has positioned us on solid ground, financially and operationally, with record level membership and engagement in CGFOA educational and social events. Over the past few years, collaborative efforts between Kathy and the Board of Directors have led to the adoption of virtual events, meaningful social events, an expanded education curriculum, and a new association management system. CGFOA's Board of Directors is looking forward to continuing and expanding upon the advances made by bringing in an experienced and innovative Administrative Services contractor to manage the day-to-day operations of the organization.



Right around the corner, CTAC is hosting another informal coffee chat with this session via Zoom on **Thursday May 6, 2021 from 9:00am to 11:00am**. This session plans to open with leadership of our CGFOA group sharing updates and insight on the importance and opportunities of CGFOA and the rest of our time together is meant to be an open forum for the rest of you, the CTAC membership, to share: what's new, what's good and what's challenging with your municipality. Please be

prepared to share and give your input so we can most benefit from this setting!

CTAC is also working to put together an exciting track at the annual CGFOA conference this year, as well as other education sessions - any ideas, speakers, or moderator suggestions are welcome.

As a reminder, if you have not visited the new cgfoa.org website yet, please do so now! With the rollout of the new website, the list serve ("taxaud") is being phased out and will soon be gone. In its place, a new forum can be found for government only members (cgfoa.org/forum) "CTAC." Please login and update your profile so you can keep up to date.

Finally, CTAC leadership will be changing in 2022 and we need volunteers to take the reins. We have enjoyed our time with CTAC over the past three years and look to keep actively involved in the coming years but welcome new blood to take CTAC to the next level. If you would like to nominate yourself or someone else to this great experience, or want more information, our contact information is below.

Hopefully we can meet in-person again soon, but in the meantime we look forward to your participation on May 6th and please don't hesitate to contact Dave Standifer (dave.standifer@thorntonCO.gov) or Sophia Hassman (Sophia.hassman@denvergov.org) with anything you may contribute to CTAC!

RFP Announcement

CGFOA is pleased to announce two Requests for Proposal (RFP) available for review and response. Each document details the services being procured as well as the proposal process and deadlines. Responses to both RFPs are due by 5:00pm on May 31st. A respondent may respond to one or both of these RFPs.

You may review the RFPs below and we encourage you to share these with your colleagues.

[Administrative Services](#)

[Bookkeeping Services](#)



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Member Forums Soon to Replace ListServ

What is a Forum?

A Forum is a conversation string that can involve any active member and any topic. Forums are good places to ask questions and share information, similar to how a Listserv is used.

What Forums are available?

Our website has four Forum Categories established, which include Finance Officers, CTAC, COVID-19, and Associate Resources. The purpose, use and restrictions of each Forum is described on the website. Note that not all Forums are available all members.. Each Forum can contain multiple threads, which are conversations/postings from members on various topics.

How do I use Forums?

In order to see and/or comment on a Forum, you must be logged in as an active member. To do this this, go to www.cgfoa.org and click "Login". Once logged in, go to the Member Area on the left and select Member Forums. You will then see the Member Forums that are available to you.

Within each Forum Category, you can see active Forum threads and subscribe to those threads so that you are notified of new posts. While users are not able to create Forum categories, you do have the ability to create a thread within a category. For instance, you could create a thread in the COVID-19 Forum Category asking others how they are tracking emergency costs.

Why should I use Forums?

Our best resource is each other, and Forums allow us to connect on issues that we care about. The more people subscribing to Forums, the better information we'll be able to gather from each other. If you are unable to login to the members section it means your membership is expired. You'll need to renew (if your membership has been expired for less than 30 days) or join if your membership expired more than 90 days ago in order to access this feature! Renew or Join today!

Conference Update

We have a draft conference program! As usual we still need a few moderators and some speakers as well. Moderators put together the specific session they are moderating by finding and working with speakers and submitting the form that includes the session description and speaker information. If this is something you are willing to do for one session (of your choosing), please reach out

Feel free to review the program! Things may change a bit but we are excited about the variety of offerings the Education Committee has come up with.

We will make a decision on in-person or virtual by mid-summer. If we are in-person the conference will be held November 17 - 19, 2021 at the John Q. Hammons Conference Center in Loveland, Colorado. If virtual we will adjust those dates but expect it to look similar to last year running for two weeks from November 8 - 19.

Additionally, in mid-May we will be sending out a survey and we desperately want your response. Please keep an eye out for it. This survey will play a significant role in our decision of whether to have an in-person or virtual conference. Of course, CDC guidelines will be the first consideration.

Questions, comments, offers to be a moderator?
Please reach out to:

Catrina Asher, CGFOA President and Education Co-Chair (catrina.Asher@lafayetteco.gov)

Theresa Fox, CGFOA Board Member and Education Co-Chair (TFox@adcogov.org)

Kathy Velzen, CGFOA Administrator

[Conference Program](#)